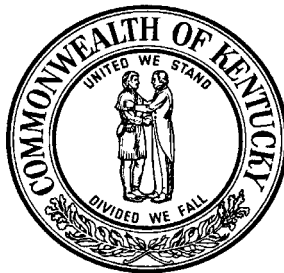


**REPORT OF THE AUDIT OF THE  
CARLISLE COUNTY  
SHERIFF**

**For The Year Ended  
December 31, 2002**



**CRIT LUALLEN  
AUDITOR OF PUBLIC ACCOUNTS  
[www.kyauditor.net](http://www.kyauditor.net)**

**105 SEA HERO ROAD, SUITE 2  
FRANKFORT, KY 40601  
TELEPHONE (502) 573-0050  
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**CRIT LUALLLEN**  
**Auditor of Public Accounts**

To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable John Roberts, Carlisle County Judge/Executive  
Honorable Steve McChristian, Carlisle County Sheriff  
Members of the Carlisle County Fiscal Court

The enclosed report prepared by Kem, Duguid & Associates, PSC, Certified Public Accountants, presents the statement of receipts, disbursements, and excess fees of the Sheriff of Carlisle County, Kentucky, for the year ended December 31, 2002.

We engaged Kem, Duguid & Associates, PSC to perform the financial audit of this statement. We worked closely with the firm during our report review process; Kem, Duguid & Associates, PSC evaluated the Carlisle County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

A handwritten signature in cursive script, reading "Crit Luallen".

Crit Luallen  
Auditor of Public Accounts

Enclosure





**REPORT OF THE AUDIT OF THE  
CARLISLE COUNTY  
SHERIFF**

**For The Year Ended  
December 31, 2002**

**KEM, DUGUID & ASSOCIATES, P.S.C**

**P.O. BOX 562  
102 WEST 2ND  
HOPKINSVILLE, KY 42240  
TELEPHONE (270) 886-6355  
FACSIMILE (270) 886-8662**



## **EXECUTIVE SUMMARY**

### **AUDIT EXAMINATION OF THE CARLISLE COUNTY SHERIFF**

**For The Year Ended  
December 31, 2002**

Kem, Duguid and Associates, PSC has completed the Carlisle County Sheriff's audit for the year ended December 31, 2002. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

#### **Financial Condition:**

There are no excess fees as of December 31, 2002. Revenues increased by \$6,859 from the prior year and total disbursements increased by \$6,859.

#### **Report Comments:**

- Annual Fee Settlement Should Be Published Within 60 Days Of The End Of The Calendar Year
- Lacks Adequate Segregation Of Duties

#### **Deposits:**

The Sheriff's deposits were insured and collateralized by bank securities or bonds.





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**KEM, DUGUID & ASSOCIATES, P.S.C.**

*Certified Public Accountants*  
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270-866-6355 270886-8662 (FAX)

**MICHAEL A. KEM**

**SANDRA D. DUGUID**

To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable John Roberts, Carlisle County Judge/Executive  
Honorable Steve McChristian, Carlisle County Sheriff  
Members of the Carlisle County Fiscal Court

**Independent Auditor's Report**

We have audited the accompanying statement of receipts, disbursements, and excess fees of the County Sheriff of Carlisle County, Kentucky, for the year ended December 31, 2002. This financial statement is the responsibility of the County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for County Fee Officials issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the County Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and excess fees of the County Sheriff for the year ended December 31, 2002, in conformity with the modified cash basis of accounting.

In accordance with Government Auditing Standards, we have also issued our report dated November 24, 2003, on our consideration of the County Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

---

**MEMBERS:**

American Institute of Certified Public Accountants

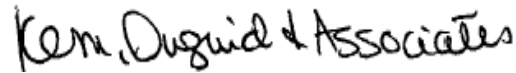
Kentucky Society of Certified Public Accountants

To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable John Roberts, Carlisle County Judge/Executive  
Honorable Steve McChristian, Carlisle County Sheriff  
Members of the Carlisle County Fiscal Court

Based on the results of our audit, we have presented the accompanying comments and recommendations, included herein, which discusses the following report comments:

- Annual Fee Settlement Should Be Published Within 60 Days Of The End Of The Calendar Year
- Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in black ink that reads "Kem, Duguid & Associates". The signature is written in a cursive, flowing style.

Kem, Duguid & Associates, PSC

Audit fieldwork completed -  
November 24, 2003

CARLISLE COUNTY  
STEVE MCCHRISTIAN, COUNTY SHERIFF  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES

For The Year Ended December 31, 2002

Receipts

State Fees For Services:

|                                    |              |           |
|------------------------------------|--------------|-----------|
| Finance and Administration Cabinet | \$ 5,076     |           |
| Return of fugitives                | 2,421        |           |
| Tax refund                         | 2,696        |           |
| Sheriff security service           | <u>1,714</u> | \$ 11,907 |

Circuit Court Clerk:

|                          |  |       |
|--------------------------|--|-------|
| Sheriff Security Service |  | 2,170 |
|--------------------------|--|-------|

|              |  |        |
|--------------|--|--------|
| Fiscal Court |  | 29,612 |
|--------------|--|--------|

|                                 |  |     |
|---------------------------------|--|-----|
| County Clerk - Delinquent Taxes |  | 964 |
|---------------------------------|--|-----|

|                               |  |        |
|-------------------------------|--|--------|
| Commission On Taxes Collected |  | 40,169 |
|-------------------------------|--|--------|

Fees Collected For Services:

|  |            |        |
|--|------------|--------|
| Auto Inspections                         | \$ 2,010   |        |
| Accident and Police Reports              | 212        |        |
| Serving Papers                           | 3,680      |        |
| Carrying Concealed Deadly Weapon Permits | 1,836      |        |
| 10% Sheriff's Fee                        | 5,771      |        |
| Miscellaneous                            | <u>182</u> | 13,691 |

Other:

|               |  |     |
|---------------|--|-----|
| Miscellaneous |  | 264 |
|---------------|--|-----|

|                 |  |     |
|-----------------|--|-----|
| Interest Earned |  | 477 |
|-----------------|--|-----|

Borrowed Money:

|                   |  |               |
|-------------------|--|---------------|
| State Advancement |  | <u>16,000</u> |
|-------------------|--|---------------|

|                |  |            |
|----------------|--|------------|
| Total Receipts |  | \$ 115,254 |
|----------------|--|------------|

The accompanying notes are an integral part of this financial statement.

CARLISLE COUNTY  
STEVE MCCHRISTIAN, COUNTY SHERIFF  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND EXCESS FEES  
For The Year Ended December 31, 2002  
(Continued)

Disbursements

Operating Disbursements and Capital Outlay:

|  |    |                 |
|--|----|-----------------|
| Personnel Services-                      |    |                 |
| Deputies' Salaries                       | \$ | 16,640          |
| Part-Time Salaries                       |    | 880             |
| Employee Benefits-                       |    |                 |
| Training Fringe Benefit (HB810)          |    | 619             |
| Contracted Services-                     |    |                 |
| Advertising                              |    | 849             |
| Materials and Supplies-                  |    |                 |
| Office Materials and Supplies            |    | 1,808           |
| Uniforms                                 |    | 79              |
| Auto Expense-                            |    |                 |
| Mileage                                  |    | 16,671          |
| Other Charges-                           |    |                 |
| Dues                                     |    | 334             |
| Postage                                  |    | 192             |
| Carrying Concealed Deadly Weapon Permits |    | 1,418           |
| Cell phone                               |    | 420             |
| Pictures                                 |    | 331             |
| Bank charge                              |    | 10              |
| Miscellaneous                            |    | 115             |
| Capital Outlay-                          |    |                 |
| Office Equipment                         |    | 1,076           |
| Debt Service:                            |    |                 |
| State Advancement                        |    | 16,000          |
| Total Disbursements                      |    | <u>57,442</u>   |
| Net Receipts                             | \$ | 57,812          |
| Less: Statutory Maximum                  |    | <u>57,812</u>   |
| Balance Due at Completion of Audit       | \$ | <u><u>0</u></u> |

The accompanying notes are an integral part of this financial statement.

CARLISLE COUNTY  
NOTES TO FINANCIAL STATEMENT

December 31, 2002

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

A fee official uses a fund to report on the results of operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fee official uses a fund for fees to account for activities for which the government desires periodic determination of the excess of receipts over disbursements to facilitate management control, accountability, and compliance with laws.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, certain receipts and certain expenditures are recognized as a result of accrual at December 31, 2002.

The measurement focus of a fee official is upon excess fees. Remittance of excess fees is due to the County Treasurer in the subsequent year.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the County Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Employee Retirement System

The county officials and employees have elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system that covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5.0 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.41 percent for the first six months of the year and 6.34 percent for the last six months of the year.

CARLISLE COUNTY  
NOTES TO FINANCIAL STATEMENT  
December 31, 2002  
(Continued)

Note 2. Employee Retirement System (Continued)

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information pertaining to CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report which is a matter of public record.

Note 3. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of December 31, 2002, the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

Note 4. Drug Fund

The Sheriff's office established a Drug Fund on January 16, 1990 with a contribution from the Carlisle County Fiscal Court. On January 1, 2002 the balance was \$1,625. During 2002, receipts totaled \$1,406 and disbursements totaled \$377, leaving a balance of \$2,654 as of December 31, 2002.

Note 5. STOPP Fund

The Sheriff's office established a STOPP Fund on January 25, 2000 with a payment from the Circuit Clerk's Office authorized by the courts for the prevention of drug abuse in Carlisle County. On January 1, 2002, the balance was \$556. During the calendar year 2002, there were no receipts and disbursements totaled \$115, leaving a balance of \$441 as of December 31, 2002.

Note 6. Local Law Enforcement Block Grant Fund

The Sheriff's office was awarded a Local Law Enforcement Block Grant in July 2000 in the amount of \$4,604. The grant required a local match of \$512. The purpose of the grant "is to provide funds to units of local government to underwrite projects to reduce crime and improve public safety." On January 1, 2002 the balance was \$1,687. During 2002, receipts totaled \$0 and disbursements totaled \$1,687, leaving a balance of \$0.



## COMMENTS AND RECOMMENDATIONS



CARLISLE COUNTY  
STEVE MCCHRISTIAN, COUNTY SHERIFF  
COMMENTS AND RECOMMENDATIONS

For The Year Ended December 31, 2002

STATE LAWS AND REGULATIONS:

Annual Fee Settlement Should Be Published Within 60 Days Of The End Of The Calendar Year

According to KRS 424.220, the sheriff's fee settlement is required to be published within 60 days of the end of the calendar year. The settlement for 2002 was published on March 18, 2003. We recommend that the sheriff's fee settlement be published in the newspaper within the 60 days after the close of the calendar year in the future so as to be in compliance with KRS 424.220

*County Sheriff's Response:*

*Will comply in future.*

INTERNAL CONTROL:

Lacks Adequate Segregation Of Duties

Due to the entity's diversity of official operations, small size and budget restrictions, the official has limited options for establishing an adequate segregation of duties. The Sheriff has primarily assigned one deputy to perform all the accounting functions of the office. We recommend that the Sheriff or someone else periodically review this work in order to create compensating controls to offset this internal control weakness. Examples of compensating controls are: 1) comparing the daily checkout sheet to the bank deposit, and then comparing the daily checkout sheet to the receipts ledger; 2) reviewing and approving bank reconciliations; and 3) comparing checks to invoices and claims before they are mailed.

*County Sheriff's Response:*

*Will try to do better with segregation of duties even though we are small.*

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REPORT ON COMPLIANCE  
AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



**KEM, DUGUID & ASSOCIATES, P.S.C.**

*Certified Public Accountants*  
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270-866-6355 270886-8662 (FAX)

**MICHAEL A. KEM**

**SANDRA D. DUGUID**

To the People of Kentucky  
Honorable Ernie Fletcher, Governor  
Robbie Rudolph, Secretary  
Finance and Administration Cabinet  
Honorable John Roberts, Carlisle County Judge/Executive  
Honorable Steve McChristian, Carlisle County Sheriff  
Members of the Carlisle County Fiscal Court

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards

We have audited the statement of receipts, disbursements, and excess fees of the Carlisle County Sheriff for the year ended December 31, 2002, and have issued our report thereon dated November 24, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Carlisle County Sheriff's financial statement for the year ended December 31, 2002, is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards and which is described in the accompanying comments and recommendations.

- Annual Fee Settlement Should Be Published Within 60 Days Of The End Of The Calendar Year

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Carlisle County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition.

---

**MEMBERS:**

American Institute of Certified Public Accountants

Kentucky Society of Certified Public Accountants

Report On Compliance And On Internal Control  
Over Financial Reporting Based On An Audit Of The Financial  
Statement Performed In Accordance With Government Auditing Standards  
(Continued)

Internal Control Over Financial Reporting (Continued)

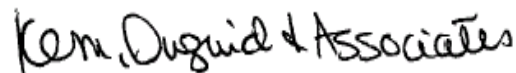
Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. A reportable condition is described in the accompanying comments and recommendations.

- Lacks Adequate Segregation Of Duties

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,



Kem, Duguid & Associates, PSC

Audit fieldwork completed -  
November 24, 2003



